

NUTRITION SERVICES DIVISION MANAGEMENT BULLETIN

No. 99-600

TO:	All Public and Private Schools Participating in the National School Lunch Program and Breakfast Program Sponsors Commodities Supplemental Food Program Diocesan Superintendents of Schools Child Care Food Program Sponsors Adult Day Care Food Program Sponsors Summer Food Service Program Sponsors	ISSUE DATE: June 1999
ATTENTION:	Food Service Directors, Business Managers Child Care Food Program Directors Food Program Authorized Representatives and Center Directors	
FROM:	Administrative Services Unit	
SUBJECT:	Nondiscrimination Policy Statement and Poster	
REFERENCE:	USDA Office of Communications and Civil Rights, Departmental Regulation DR-4300-3, issued February 25, 1998.	

This Management Bulletin transmits the current version of the nondiscrimination policy statement to be used in all United States Department of Agriculture (USDA) Food and Nutrition Programs. The current nondiscrimination policy statement is as follows:

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, or political beliefs. Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotope, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

The above statement is to be posted in all administrative offices and food service areas. A current sample of the "And Justice For All" poster is included with this management bulletin for reproduction and posting purposes.

The nondiscrimination policy statement must be included, in full, on all materials that are produced by USDA and its agencies for public information, public education, or public distribution. This statement lists all prohibited bases, and should be in English and in all languages appropriate to the local population, including alternative means of communication such as Braille, large print, audiotope, etc.

If the material is too small to permit the full statement to be included (stationary, coupons, flyers, radio or television public service announcements, Internet, and other media of less than a page), the material will, at minimum, include the following shorter nondiscrimination policy statement:

The USDA is an equal opportunity provider and employer.

A document is considered a one-page document when text is written on only one side. For example, if a menu lists lunch selections on one side, and there is no text on the opposite side of the page, the short nondiscrimination policy statement may be used. However, if the menu is longer than one page, such as a one-page menu with breakfast selections on one-side and lunch selections on the opposite side of the page, the longer nondiscrimination policy statement must be included.

The nondiscrimination policy statement must be in a print size no smaller than the text of the document in which the nondiscrimination policy statement is included.

In addition, if the information provided is strictly nutrition related and does not refer to any Food and Nutrition Service food programs, the nondiscrimination policy statement is not required.

If you have any questions, please contact Joy Salvetti Wolfe, Civil Rights Coordinator, Administrative Services Unit, at (916) 322-8316, (800) 952-5609, or jsalvett@cde.ca.gov.

Marilyn Briggs, Director
Nutrition Services Division
Assistant Superintendent of Public Instruction

Kathy B. Lewis
Deputy Superintendent
Child, Youth and Family Services Branch

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